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FACILITIES

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ADDENDUM



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STATE OF MONTANA
DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES
REHABILITATIVE SERVICES DIVISION
VISUAL SERVICES DIVISION

REHABILITATION FACILITIES PLAN
1982-83 ADDENDUM

For the Establishment and Improvement of

REHABILITATION WORK-ORIENTED FACILITIES
REHABILITATION MEDICALLY ORIENTED CENTERS

BY

WALTER R. DONALDSON, ADMINISTRATOR
REHABILITATIVE SERVICES DIVISION
VISUAL SERVICES DIVISION

HELENA MONTANA

NOVEMBER 1982

DISCRIMINATION PROHIBITED

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 STATES:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

SECTION 504 OF THE REHABILITATION ACT OF 1973 STATES:

"No otherwise qualified handicapped individual in the United States, as defined in section 7 (6), shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Therefore, all programs and activities receiving financial assistance from the Department of Education must be operated in compliance with these laws.

F O R E W A R D

The 1982-83 Addendum of the Montana State Plan for Rehabilitation facilities is a public document intended to be utilized in guiding and influencing the establishment and improvement of rehabilitation facilities within the state. "Rehabilitation Facility" in Montana means:

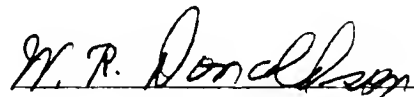
1. The facility or host organization is legally constituted and the legal charter, constitution or official statement or purpose implies or directly states it provides rehabilitation services.
2. The major or primary purpose of the organization is to rehabilitate persons.
3. The organization is able to provide multiple services in an integrated and individualized manner.
4. It is anticipated that the organization will provide during the program year an official program which will be purchased under the Rehabilitation Act of 1973.

In this Addendum attention will be paid only to rehabilitation facilities with which the Rehabilitative Services and Visual Services Divisions have a special investment, that is, specifically the rehabilitation work oriented facilities and the rehabilitation medically oriented facility indicated on the enclosed map. Because the Alcohol and Drug Abuse Division of the Department of Institutions is specifically involved in halfway house establishment, program maintenance and certifying as well as the granting of federal funds to such facilities the Rehabilitative and Visual Services Divisions relate to such facilities only as vendors and occasionally as consultants in the certifying of such.

This thirteenth annual Addendum will modify the original Montana State Plan for Rehabilitation Facilities and Workshops published in 1968.

In accordance with the guidelines attached to the Commissioner's letter 68-41, dated June 18, 1968, this Addendum is designed to maintain the "State Plan" as a current and effective tool in notifying the population of Montana of two things: (1) the high quality of rehabilitation facility services available to all individuals possessing physical and/or mental disabilities that are vocationally handicapping, and (2) the Rehabilitative and Visual Services Divisions intent to support either directly via grants or indirectly through the purchase of vocational evaluation and work adjustment services in what they consider to be the only key and necessary rehabilitation facilities in Montana. Those particular facilities are discussed in this state Facility Plan Addendum. It is hoped that this Addednum will fulfill these purposes and that the handicapped people

of Montana will benefit from the much needed services provided by these rehabilitation facilities, not only via the Rehabilitative Services and Visual Services Division, but under the auspices of other agencies also capable of singular and/or cooperative involvement in the purchase of services necessary for rehabilitation.

A handwritten signature in cursive script, reading "W. R. Donaldson", is written over a horizontal line.

W. R. Donaldson
Administrator
Rehabilitative Services Division
Visual Services Division

HISTORY OF THE MONTANA REHABILITATION FACILITIES PROGRAM

A brief overview of the development of the rehabilitation facilities program in Montana will bring the reader into focus with the present situation.

In 1966, in accordance with the 1965 amendments, an administrative staff position was approved for a person designated to plan, establish standards, and assure effective development and utilization of rehabilitation facilities within the state. In Montana, as in most states, the Rehabilitation Facilities Specialist was appointed to this position for the specific purpose of working with rehabilitation facilities.

In 1966, an application was submitted to the Department of Health, Education and Welfare, Vocational Rehabilitation Administration, for a Statewide Planning Grant. A Planning Director was hired, and a final report was submitted in 1968. The original Montana State Plan for Rehabilitation Facilities and Workshops was written as a result of the findings of the Statewide Planning surveys and was also published in 1968. The initial planning process for the State Plan was set up in four phases identified as follows: (1) preparatory activities, (2) inventory and utilization of rehabilitation facilities, (3) determination of needs, and (4) continuing activities. These phases are reflected in the publication of the original Facilities Plan in 1968, and continue to be ongoing as reflected in the subsequent annual addenda.

1971 marked the beginning of a reorganization of Montana's state agencies. Due to such a movement, the Facilities Specialist responsibilities fell within the realm of the newly organized Special Projects Bureau administered by the Chief of Special Projects. Thus, in addition to being accountable for special projects and programs for the state rehabilitation agency, the Chief of that Bureau is responsible for being attentive to the state's needs in terms of the establishment, utilization, development, and improvement of rehabilitation facilities.

TRENDS AND PLANNING RELATIONSHIPS

As a result of the Executive Reorganization Act of 1971 (Senate Bill 274) consolidation and coordination of agencies, and more importantly, of purpose, have taken place. Reflections of such are the attempts at planning and organization by state agencies for rehabilitation facilities.

In January, 1972, a number of state agencies and others considered to be human resource agencies were invited by the Rehabilitative Services Division to participate in a two and one-half day seminar to discuss methods of financing rehabilitation work facilities in Montana, utilizing cooperation between various state-federal programs and the private sector, as well as purchase-of-service arrangements. Agencies and programs in attendance were the Rehabilitative Services Division (RSD), the Social Assistance Field Division, WIN, Social Security, Vocational Education, Montana Association for Retarded

Citizens, Veterans Administration, Model Cities, Mental Health, Aging Services Division, Eastern Montana College Rehabilitation Counseling Program, Aftercare Division, State Department of Public Instruction, Special Education, Governor's Manpower Planning, Medical Services, Regional Office Rehabilitation Services, Disability Determination Bureau, Crime Control Commission, Facility Directors and Board Members from Helena, Billings, Butte, and Eastern Montana. Some of these agency names have changed during continuing state reorganization efforts. The concepts of block funding and set-aside allocations to these facilities were considered. An Action Committee was formulated to implement the findings of the seminar.

The rehabilitation work facility directors left the seminar with the charge to market their products to all appropriate agencies in attendance and others. As its participation on the Action Committee, the Rehabilitative Services Division did survey its counselors (purchasers of services) on rehabilitation work facility usage to determine the feasibility of block funding. It was determined to be impractical at that time or for fiscal years 1973 and 1974. Since then block funding has been implemented once. Unless the RSD Regional Office opinion of such changes to one of proponent, block funding will not be utilized again.

During fiscal year 1974 the Developmental Disabilities (DD) authority was transferred from the Department of Institutions to the Department of Social and Rehabilitation Services. This de-institutionalization movement was the beginning of a totally separate service system and philosophy of service delivery for Montana's developmentally disabled, especially, the mentally retarded. Six (6) of the eight (8) rehab facilities reflected in this plan were expanded as a result of the Purchase of Service Contracts on behalf of the DD Adult population. Two facilities were newly established. Such a move has provided for more community utilization of rehabilitation facilities on behalf of the developmentally disabled, now the largest users of such facilities.

The effects of 1974 legislation were felt by rehabilitation facilities, and new legislation, pro-these facilities, initiated the following activities:

- I. A certification procedure, utilizing the survey and accreditation procedure of the Commission on Accreditation of Rehabilitation Facilities (CARF).
- II. A \$200,000 Extended Employment Program.
- III. The negotiation of state contracts for the purchase of products not exceeding five thousand dollars (\$5,000) with sheltered workshops and work activity centers without complying with competitive bid practices.

These three (3) products of the 1974 legislature were a result of the efforts of the newly organized Montana Association of Rehabilitation Facilities (MARF). Since that 1974 legislative session, the history of the rehabilitation facility movement in Montana has been contained in the implementation of federal and state facility legislation and in the well organized efforts of MARF.

Facility certification after CARF accreditation has been ongoing for seven (7) years. The eight (8) recognized rehabilitation facilities have been certified. The current policy of the Rehabilitation Services Division regarding facility accreditation and certification is stated in Appendix A. Such a policy is in the planning stages for the Visual Services Division.

The Extended Employment Program in Montana was initiated as a result of lobby efforts by the rehabilitation facility directors and concerned parents and guardians of individuals who could benefit from these services. The policy describing the program intent for Extended Employment is contained in Appendix B.

This particular program was appropriated 200,000 for implementation. The first year of the program \$75,000 of the 200,000 was given to the Developmental Disabilities Program to pay for extended employment services for only the Developmentally Disabled. The remaining \$125,000 was spent for such services on behalf of disabled individuals who did not qualify for any other funding source. Approximately 50 disabled individuals in five (5) facilities benefitted from the services the first year. The second year of the program, the total \$200,000 was set aside for all disabilities (other than Title XX eligible Developmentally Disabled individuals) needing the services. Approximately 75 individuals in six (6) facilities benefitted from the service. Again in fiscal year 1977, 75 individuals in six (6) facilities benefitted from the Extended Employment Service. 65 individuals in seven (7) facilities were recipients of Extended Employment Services in state fiscal year 1978 and 60 individuals were Extended Employment recipients in state fiscal year 1979. 63 people benefitted from Extended Employment in 1980. In 1981 57 people benefitted from Extended Employment Services. Also in 1981 the Legislature approved continuation of the program with an increase of \$15,000 a year, making the annual appropriation \$215,000 for state fiscal year 1982 and 230,000 for 1983.

During fiscal year 1975 an application was initiated to provide each of six (6) rehabilitation facilities with Innovation and Expansion (I & E) funds to hire a placement specialist to do job development, job placement and follow up for the facility clients, with an emphasis on the severely disabled. That application was funded and the project began July 1, 1975. During the first year of that project, the facility job placement staff placed 163 handicapped people, of which 64% were severely disabled. 111 handicapped people (75 severely disabled) were placed the second year of the project. 120 individuals benefitted from the job development, job placement and follow up services during the third and final year of this project. A similar I & E project was initiated October 1, 1978, but in two new rehabilitation facilities.

Six of the rehab facilities involved in the original I & E job placement grant are now under contract to the Rehabilitative Services Division to continue the provision of job development, job placement and follow up activities on behalf of vocational rehabilitation clients. Those five job placement efforts netted 193 22's for the state Fiscal Year ending June 30, 1979. Another special placement effort was initiated on a fee for service basis at a sixth rehabilitation facility. The six special

placement efforts netted 102 26's for the state fiscal year ending June 30, 1980. 1981 netted 150 placements. 161 placements (73 severely disabled) were made in 1982.

Also, during fiscal year 1976 all eight rehabilitation facilities initiated program evaluation within their facilities to begin the measurement of overall program effectiveness and administration. Via these systems, data has been and will continue to be provided annually to the Rehabilitative and Visual Services Divisions in a Management Information System (MIS). This data allows the Divisions to make knowledgeable decisions regarding facility usage and funding.

While the facility legislation eliminating the necessity for competitive bidding on state agency purchases up to \$5,000 has been on the books since 1974, the use of this possibility by the state has not been broad based. Because of inactivity in this area, MARF was a lobbying force for state "set aside" legislation during the 1977 session. The legislature did pass a bill requiring state department and other political subdivisions of the state to purchase products and services from sheltered workshops and work activity centers. This bill has been signed into law, and procedures for implementation do exist.

REHABILITATION FACILITY ADVISORY COUNCILS

Due to the dictates of Executive Reorganization, no Rehabilitation Facility Advisory Council existed for four (4) fiscal years, nor could exist until created by the Director of the Social and Rehabilitation Services Department, or the Governor, or officials of an executive department (other than a department head), and in the latter case, only if federal law or regulations require the creation of a facility advisory council as a condition for the receipt of federal facility funds.

However, during fiscal year 1976 an Advisory Council for the Rehabilitation Services Division was appointed by the Governor. The Visual Services Division also has had an Advisory Council since 1976. These two Councils for the Divisions are advisory in all phases of the vocational rehabilitation program. Thus, they are advisory to the rehabilitation facility movement in Montana. As advisor to the facility movement, the role of the Councils is as follows:

I. Purpose

- A. Represent public and private interests as they pertain to rehabilitation facility planning.
- B. Serve in an advisory capacity to the rehabilitation agency facility staff.
- C. Advise and assist in the development of a continuing State Plan for Rehabilitation Facilities within Montana.

II. Function

- A. The focus of council concern will be the present and future rehabilitation facility needs of the disabled people in Montana.
- B. The Councils will advise on:
 1. Current status of rehabilitation facilities in Montana (See Attachment C - 1981 - RSD Council Resolution).
 2. Immediate and long-range needs of Montana rehabilitation facilities.
 3. Requirements and standards for continuing program to evaluate such needs.
 4. The effectiveness of programs developed to meet these needs.

- C. The Advisory Councils, in addition, will be concerned with the following:
1. Sources of information to the planning staff as to problem areas of rehabilitation service deficiency.
 2. Methods of maintaining quality service and effective utilization of centers.
 3. Upgrading and expanding existing facilities prior to new development.
 4. Rehabilitation facility need based on population, geography, and disability factors.
 5. Development of a priority list for rehabilitation facilities.
 6. Methods of implementation of final recommendations to solve current needs.
 7. Independent Living rehabilitation.

[illegible]

142	Billings Sheltered Workshop
55	Butte Workshop
181	Eastern Seal Adult Training Center
62	Eastern Montana Industries
128	Flathead Industries for the Handicapped
216	Helena Industries
44	Missoula Opportunity Workshop
229	Missoula Rehabilitation Center

BILLINGS WORKSHOP INC.

200 SOUTH 24TH STREET
BILLINGS MT 59101

The Billings Workshop, Inc., is a private non-profit corporation which has been providing habilitation and rehabilitation to the disabled since January, 1971. It is governed by a twelve (12) member Board of Directors. A well-qualified staff of 26 persons provide the following services.

WORK ADJUSTMENT TRAINING

This is an individualized training program of developing good worker habits while the client is engaged in real work, producing marketable products and services in an actual work setting, supported by vocational counseling and classroom activities.

Clients referred for this service should be considered competitively employable in the near future.

Services in this program include training in general appearance, attendance and punctuality, worker attitude, worker characteristics, work performance, work quantity and work quality. Client progress in these areas is evaluated in individual monthly staffing sessions. The client also is exposed to a variety of work environments in the second hand store, woodworking, small assembly or janitorial areas. For these persons lacking occupational goals, vocational exploration activities are offered. As the client becomes competitively employable, he is referred for job seeking skills training in preparation for placement. After a client is placed, a one-year follow-up is provided to ensure successful placement.

EXTENDED EMPLOYMENT

This service is designed for those persons who are not considered to be competitively employable in the near future. A wider spectrum of services is offered to these clients, ranging from training in such areas as personal hygiene, functional academics, appropriate inter-personal communication and behaviors to skill training in the real-work production area.

Progress of these clients is reviewed at least semi-annually in individual staffing sessions. If a client exhibits proficiency in all levels of evaluation, he may be referred to the Rehabilitative Services.

VOCATIONAL EVALUATION

Vocational Evaluation is a diagnostic service designed to assess a person's work potential and work-related behavior. The evaluation process uses a standard but comprehensive system which includes the Valpar Work Component Series, JEVS job samples, dexterity tests, the Singer-Graflex system and supplemental psychometric tests. Clients referred to this service come from the Rehabilitative Services Division Workers' Compensation, School Districts, as well as occasional referrals from Vo-Tech, the Veteran's Administration, private insurance carriers and attorneys.

JOB READINESS/PLACEMENT AND FOLLOW-UP

This service is offered to persons who need assistance in selecting an occupation, learning how to find and how to keep a job. Following formal training, the client begins the job search with the assistance of the Job

Placement Specialist. The counselor provides a one-year follow-up on clients after they have been placed on a job to ensure successful placement.

CREWS IN INDUSTRY

Differing from the usual system of contract work, the Crews in Industry program puts the disabled worker or workers in direct production under constant direction of the Crew Supervisor.

A contract is negotiated between industry and the Billings Workshop, Inc., to have a defined and specific job or jobs performed.

The Employer supplies the work to be done, space and facilities, equipment, supplies and wages. Jobs are to be regular full time employment. Many well paying and critical jobs in industry are repetitive, boring and subject to high turnover. These tasks can be a constant problem for employers. Fortunately, it is that type of job that our employees can do best.

The Billings Workshop Incorporated provides the work crew and supervision, and pays all of the employee wages and benefits through the contract.

Industry's record and bookkeeping costs, hiring and termination experiences and inconvenience and supervision problems are reduced drastically or eliminated.

CERTIFICATION AND LICENSING

The facility complies with local fire, safety and health codes and is certified by the U. S. Department of Labor's Wage and Hour Division, accredited by the Commission on Accreditation of Rehabilitation Facilities and approved by the Occupational Safety and Health Administration.

Facility Name and Address (Incl. County)
Director and Phone No.
Referral Contact Person (RCP)
Staff
Barrier Free?
Accreditation Status - Expiration Date

1	2	3	4	5	6	7	8
Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Creditation Status - Expiration Date	Type of Program and Services Provided	Disability Group/s Served	# Served Last Year	Daily Caseload	Daily Capacity	% of Utilization	Types of Contracts/Subcontracts
Billings Workshop Inc., 200 South 24th Street Billings, (Yellowstone County)Mt. 59101 (406)248-9115 Executive Director: Gail Neal Bill Fortune, Director of Programs Department Managers (Finance, Programs, Operations, Marketing, Crews In Industry. 1 Vocational Specialist 1 Vocational Evaluator 1 Program Coordinator 1 Job Placement Specialist 2 Administrative Support Staff 1 Administrative Assistant 3 Program training assistants 3 Production Supervisors 1 Production Foremen 1 Pick Up / Delivery 1 Janitorial Crew Supervisors Non-handicapped/ woodworking work.	Workshop Vocational Evaluation Work Adjustment Training Extended Employment Job Placement Vocational Counseling Crews In Industry Special Skills Training Functional Academics Work Activities (Vocational, pre-vocational, production skills) Vocational Counseling Behavior Counseling Self-Help Skills Referral To Support Services.	Mental Retardation Mentally Ill Hearing Impaired Cerebral Palsy Visual Impaired Medical/ Orthopedic Substance Abuse Learning Disabilities Epilepsy Other Total	142 64 50 22 58.31 62 0 94 94 100	Rehab Title XX Other Rehab Title XX Other Rehab Title XX Other Rehab Title XX Other	Rehab Title XX Other Rehab Title XX Other Rehab Title XX Other Rehab Title XX Other	Rehab Title XX Other Rehab Title XX Other Rehab Title XX Other	Subcontracts: Small assembly/disassembling, bottling, packaging, collating, stuffing and mailing. Contracts: Manufacturing wood products, and janitorial outside contracts. Retail sales of building and construction materials and wood products i.e., garbage can racks, realtor signs, picnic tables, boxes. Pin flags. Thrift store.

Facility Plan Inventory 1981-82
Barrier Free
CARE 1984

Facility Plan Inventory 1981-82
Barrier Free
CARP 1984

BUTTE SHELTERED WORKSHOP, INC.

207 SOUTH MONTANA STREET
BUTTE MT 59701

The Butte Sheltered Workshop is a private, non-profit corporation, that has been serving handicapped people for sixteen years. The Workshop is governed by a board of directors and services are provided by a twenty member staff.

The primary goal of the Butte Sheltered Workshop is to provide vocational adjustment, social adjustment, sheltered employment, residential and coordinate supportive community services to mentally and physically disabled individuals, in order to maximize their independent living capabilities and to obtain an earned income.

The services provided by the Workshop are briefly described below:

VOCATIONAL EVALUATION

A ten day program which explores and assesses an individual's interests, skills, and abilities. This is done through the use of work samples (including the Singer-Graflex and Valpar systems), psychometric tests, interviews and actual work tryouts, both within the agency and on outside job sites.

At the conclusion of the Evaluation, the Vocational Evaluator's observations and recommendations are reported to, both the evaluatee and his referring counselor. The report addresses the evaluatee's feasibility for employment, his vocational assets and limitations and the steps needed to ready him for competitive employment.

EXTENDED EMPLOYMENT

Extended employment provides work experience and prevocational training for those clients who are not ready for competitive employment. Individual instruction in various work skills, proper behavior on the job, appropriate grooming and hygiene, and academic skills are provided to the clients in this program.

The clients work in the production area of the Workshop, on contracts, sub-contracts, manufacturing and other work projects which give the client a wide variety of paid real work experience.

The client may also attend pre-vocational skills classes which will focus on academic and social adjustment goals.

The combination of work training and pre-vocational training is designed to enhance the client's employability and maximize their earnings in a sheltered environment.

WORK ADJUSTMENT TRAINING

Work adjustment is an orientation to the World of Work. It is a treatment training process using work in assisting the individual in understanding the meaning, value and demands of work. The ultimate goal is the return of the individual to the competitive labor market.

Short range goals are:

1. Improving self esteem
2. Building work confidence
3. Improving interpersonal relations-supervisors and peers
4. Improving hygiene and grooming
5. Improving physical stamina on the job
6. Improving concentration
7. Improving the quality and quantity of the client's work

Counseling and behavior modification techniques are also utilized in helping the client attain his/her goals.

The client, in work adjustment training, works in the production areas of the Workshop, on sub-contract or manufacturing. They are paid based on their productivity.

RESIDENTIAL SERVICES

A home-like environment is the major element that is provided through two adult community homes in Butte, serving a maximum of eight residents in each home.

We have also opened an eight unit semi-independent apartment building. The name of this project is New Hope and it is located at 701 Hobson.

These residential services are provided by the Butte Sheltered Workshop, to developmentally disabled individuals in an environment which includes varying degrees of training and supervision. The major goal of residential services is the provision of instruction and intervention in accordance with the developmental model and the principle of normalization, which is directed toward skill acquisition in order to increase personal independence.

These adult community homes are licensed, alternate living arrangements which provide room and board, training in self help skills and home and community life skills.

PRE-VOCATIONAL SKILLS

The Pre-Vocational Skills program is designed as a social adjustment program, providing the client social skills, academic skills, functional living skills, and work activity skills, which will enable the individual to achieve social independence, decrease dependency and increase productivity.

The program utilizes group and individual instruction in such areas as grooming and hygiene, coin recognition and money management, basic math and time telling, language skills, personal safety, shopping and community awareness.

Physical fitness and recreational opportunities are an intergral part of the program. The client may participate in bowling, swimming and a weekly physical fitness class.

The pre-vocational skills program addresses the specific needs and educational deficiency of each person enrolled in the program.

FOOD SERVICE TRAINING

The purpose of the food service program is to instruct handicapped men and women in food service areas, such as: kitchen helpers, salad girls/boys, steam table helpers, pot scrubbers, chef's helpers and in kitchen maintenance. The clients are trained in the following aspects of food service:

1. Personal hygiene and the importance of good grooming
2. Rules of conduct, relationship with other employees and employers
3. Safety rules
4. Job opportunities
5. Care and use of equipment, stationary pieces, small appliances and hand tools.
6. Sanitation in food handling
7. Food preparation, salads, beverages, vegetables, baked products, desserts, soups and etc.
8. Methods of service, table setting, cleaning of all equipment, floors, tables, etc.

The type of instructional methods to be used are demonstration, for the most part, accompanied by observation and instruction, supervised job instruction, repetition, audio-visual materials and, if feasible, some printed instruction.

The program is designed to provide actual situations as realistic as possible, that a client would find in restaurants, hospitals, and institutions. It provides on-the-job training as they assist in preparing a meal a day for approximately 60 people.

The Workshop is also in the process of beginning a new work program authorized by the (NISH) National Industries for the Severely Handicapped. This contract calls for the manufacture of cold weather socks for the Department of Defense. The project could employ as many as seven handicapped people when fully operational. This work will be carried out at 19 East Galena.

The Butte Sheltered Workshop has received excellent cooperation from the Southwestern Regional Mental Health Clinic and Easter Seal Center, School District #1 Special Ed Department, and other local agencies in a joint effort to provide the best possible service for the handicapped.

The Workshop is certified by the U.S. Department of Labor, to provide evaluation and training services and work activities. The Commission on Accreditation of Rehabilitation Facilities has given the Workshop a three year accreditation.

FUNDING

Funding of the Workshop is by the Rehabilitation Services Division, Developmental Disabilities Division, United Way, donations, federal and state grants and production income.

The Workshop is located at 207 and 209 South Montana Street and the residential living centers at 1500 Cobban, 221 N. Excelsior and 701 Hobson.

Facility
Name and Address (Incl. County)
Director and Phone No.
Referral Contact Person (RCP)
Staff
Barrier Free?
Accreditation Status - Expiration Date

Type of Program
and
Services
Provided

Disability
Group/s
Served

Served
Last Year

Daily
Caseload

Daily
Capacity

% of
Utilization

Types of
Contracts/Subcontracts

Butte Sheltered Workshop
207 So. Montana
Butte, Montana 59701
(406) 723-6501
Silver Bow County

Director: Robert T. Kissell
Lew Rotering: Coordinator of Client
Services (RCP)

SHELTERED WORKSHOP
Vocational Eval-
uation
Work Adjustment
Training
Food Service
Training
Extended Employment
Pre-Vocational Skills
Language Skills
Physical Fitness
Counseling
On-The-Job-
Experience

1 Executive Secretary
1 Client Services Secretary
3 Pre-Vocational Skills Instructors
2 Pre-Vocational Skills Assistants
1 Pre-Vocational Skills Supervisor
1 Production Coordinator
1 Food Service Instructor
3 Work Supervisors
1 Vocational Training Supervisor
1 Evaluator
1 Evaluation Aide
1 Bookkeeper
1 Payroll Clerk
1 Office Clerk

BARRIER FREE
JARP: 1984

Facility Plan Inventory

3	4	5	6	7	8
Disability Group/s Served	# Served Last Year	Daily Caseload	Daily Capacity	% of Utilization	Types of Contracts/Subcontracts
Mentally Retarded	7	64			
Other-Ortho- pedic or Medi- cally Disabled	33	1			
Blind	2	1			
Deaf	4	1			
Mentally Ill	6	2			
Epileptic	1	3			
Addictive Disorder	2				
Cerebral Palsy	1	1			
Hard of Hearing	1				
TOTAL 129	55	74	-	8	67
			-	10	67
			N/A	95%	100% N/A

CONTRACTS
Mailing - Pens
Sewing - Bikes
PRINTER CONTRACTS:
Sale of Arts &
Crafts Items
.....
Sale of Wood Items
Benches
Adult & Children's
Picnic Tables
Planters
Signs
Garbage Can Racks
Rocking Horses

July 1, 1981-June 30, 198

EASTERN MONTANA INDUSTRIES

BOX 636
MILES CITY MT 59301

During the eleventh year of its operation, this private, non-profit facility is offering the following service system.

WORK ACTIVITIES CENTER

The Work Activities Center provides for Independent Living Skills Training and Vocational Training in a wide variety of skills. Vocational Training is the primary emphasis of the program but it is supplemented by Independent Living Skills Training and Intensive Training.

INTENSIVE TRAINING UNIT

The Intensive Training Unit (ITU) was created in late Fiscal Year 1977 to meet individual training needs for skills prerequisite to entry to one of the other programs or advancement to another step of training. An extremely wide variety of programs are available to all Work Activity Clients, ranging from basic self-care skills, elementary on-task behavior, to functional academic training. The ITU also acts as an intake and orientation program for new WAC clients. Each newly enrolled client spends his or her first two weeks to a month at EMI in the ITU where precise observation and evaluation are used to develop the Individualized Habilitation Plan.

WORK ADJUSTMENT TRAINING

Work Adjustment Training (WAT) focuses on the client's acquisition of Positive Worker Traits such as: punctuality, attendance, good personal hygiene, cooperativeness, high quality and quantity of work, and positive work attitudes. This emphasis will help the client adapt to any work setting because these traits are common to all work environments. Additionally, WAT clients receive classroom training in Job Seeking Skills, World of Work, and when appropriate, Adult Basic Education and Drivers Education are also available to clients in this program.

VOCATIONAL EVALUATION

This program is a Work Sample Evaluation System. This process assesses the client's productive potential through simulated work stations. Clients are exposed to a number of simulated job tasks they might encounter on a job, such as in reasoning, judgement, and overall organizational ability. The client is then rated on attitude, speech, quality, dependability, and punctuality. An attempt is made to realistically assess the vocational potential of each client. This program remains mobile in order to serve clients in their home towns, and covers an area encompassing over 90,000 square miles.

TRANSPORTATION

Transportation Services are available to all individuals participating in any program at Eastern Montana Industries, for the purposes of, but not limited to, transportation to and from the facility, medical and dental appointments, and any ancillary services provided for in the resident community.

GROUP HOME

The four group homes are a seven day a week, full time program. The trainers are involved in the training of eight clients in each home in personal care skills, self-help skills, and community living skills. Training includes areas such as dressing, grooming, bathing, cooking, laundering, money management, use of community services such as transportation and recreation. The emphasis of the home is to individualize the program to aid the client in acquiring the skills necessary to become an active, integral member of a home living situation.

SEMI-INDEPENDENT LIVING

Semi-Independent Living Training is available to clients who are capable of living with minimal supervision, and can handle most day to day functions. They receive training designed to promote their independence in daily living skills such as cooking, hygiene, budgeting, use of checking accounts. Most clients in this program live in their own apartments and are visited routinely by the trainer.

1
 Facility Name and Address (Incl. County)
 Director and phone No.
 Referral Contact Person (RCP)
 Staff
 Barrier Free?
 Accreditation Status - Expiration Date

17
 EASTERN MONTANA INDUSTRIES
 805 South Haynes Ave., P.O. Box 636
 Miles City, MT 59301
 Custer County

Executive Director: Ron Langworthy
 (406) 232-3740

Sherman Weimer, Program Director
 Scott Fisher, Vocational Eva. (RCP)
 Penny Huschka, Work Adjustment Coor.
 Barbara Cole, Work Activities/Extended
 Employment Counselor (RCP)

4 Administrative Staff
 2 Training Supervisor 11's
 1 Speech Therapist
 1 Semi-Independent Living Coordinator
 1 Training Specialist
 10 Training Supervisors
 1 Group Home Manager
 17 Group Home Trainers
 1 Driver

TOTAL 43 Employees

BARRIER FREE

CARF - 1984

Facility Plan Inventory

2	3	4	5	6	7
Type of Program and Services Provided	Disability Group/s Served	# Served Last Year	Daily Caseload	Daily Capacity	% of Utilization
WORK ACTIVITIES **** EXTENDED EMPLOYMENT **** VOCATIONAL EVALUATION **** WORK ADJUSTMENT **** **Service provided by each program is listed on separate attached sheet	WORK ACTIVITIES	Rehab	Rehab	Rehab	Rehab
	MR - DD 54	Title XX	Title XX	Title XX	Title XX
	CP - DD 2	Other	Other	Other	Other
	TOTAL 56				
	EXTENDED EMPLOY.				
	Mentally III 3				
	MR - Not DD 3				
	Other Orth. or Medically Dis. 2				
	TOTAL 8				
	VOCATIONAL EVAL.				
Vis. Impaired 1					
Deaf 2					
Mentally III 6					
MR - Not DD 3					
MR - DD 14					
Char/Pers Dis 2					
Other Orth. or Medically Dis 15					
TOTAL 43					
WORK ADJUSTMENT					
Vis. Impaired 1					
Mentally III 3					
MR - Not DD 4					
MR - DD 4					
TOTAL 12					
TOTAL 119					
UNDUPLICATED 116					

Sale of donated items

 Aluminum Recycling

 Manufacture of cedar
 products (cedar chests
 and gun cabinets)

 Refinishing Furniture

 Manufacture of miscell
 aneous items (garbage
 can racks, stakes, chur
 pews, etc.)

 Auto Detailing

 Stuffing waterproof
 containers inside of
 fiberglass bags
 (Western Bag Co.)

 Manufacture of indust
 rial wipers

EASTER SEAL ADULT TRAINING CENTER

4400 CENTRAL AVENUE
GREAT FALLS MT 59401

The Easter Seal Adult Training Center is a training facility serving developmentally disabled (mentally retarded, epileptic, autistic, and cerebral palsy), physically disabled and emotionally disabled adults. The program is funded in part by a contract between the Easter Seal/Goodwill Industries of Montana, Inc. and the State of Montana Department of Social and Rehabilitation Services (SRS). Easter Seal/Goodwill Industries of Montana, Inc. is the program vendor with Adult Training being a Division of Easter Seal Goodwill's state wide services. Other funding is provided through Easter Seal/Goodwill contributed income, local school district service fees, income generated in the Adult Training commercial area and other sources.

The Adult Training Center is responsible to the Easter Seal/Goodwill Industries Board of Directors and to the local Adult Training Advisory Board. The Adult Training Center itself is administered by one director and thirty-five other staff consisting of two program directors, one director of manufacturing and sales, one job placement specialist, four program managers, five program aides, one work adjustment supervisor, one evaluator, eight production supervisors, six supplemental services trainers, one assistant supervisor, one administrative assistant, one secretary, one bookkeeper, one chief engineer, and one custodial assistant. Other staff provided by the Easter Seal Society for use by the Adult Training Center are: one personnel officer, and one accountant.

PROGRAM AND PROGRESS REPORTS

The mission of the Adult Training Center is to provide pre-vocational training, life skills training, work activity, vocational assessment, work adjustment, extended employment, and placement services to vocationally handicapped adults who are physically and/or mentally disabled in order to maximize the individual's vocational potential and earned income ability. It is further the purpose to maintain responsiveness to the current and future needs of handicapped individuals.

Referrals to the Adult Training Center may come through a variety of agencies, including: The Montana Department of SRS, School District, and others. A community wide needs assessment team is responsible to finally determine the most appropriate program services for the client. A facility screening committee assists in initiating the service.

WORK ACTIVITY PROGRAM

The goal of the work activity program is to provide extended training, pre-vocational, and work oriented production training, and supportive services to vocationally handicapped adults who are physically and/or mentally disabled in order to maximize their earnings while in a sheltered or semi-sheltered environment and their capabilities to progress into a less restrictive training or employment environment.

As appropriate, clients are exposed to real work situations, with varying degrees of supervision, in order to provide training and specific work skills, work attitudes and behaviors appropriate to a work setting. Clients also participate in an individual supportive service program designed to remediate deficiencies in a wide range of work related skills such as money recognition and use, time telling, hygiene and basic health, safety and job seeking skills.

VOCATIONAL SERVICES PROGRAM (CAREER DEVELOPMENT ASSOCIATES)

1. Evaluation and planning is designed to assist injured and handicapped workers and to develop appropriate vocational goals. Real and simulated work tasks and a variety of diagnostic assessments supplemented by medical, social, educational, vocational, and psychological data are utilized to assess specific and general skills and abilities, aptitudes and interests, personality and temperament, values and attitudes, motivations and needs, physical capacity and work tolerance, educability and trainability, social skills, work habits and employability.
2. Work Adjustment Training is a short term training program designed to increase physical and/or emotional tolerances for work pressure, build self-confidence, develop acceptable work habits and attitudes, and provide work experience, work history and work record. Assignment to a variety of work stations and individual counseling are utilized.
3. Extended Sheltered Employment provides employment in a sheltered environment to improve work tolerance and productivity.
4. Career Development and Placement provides job development services as well as counseling to develop an individualized placement plan, career exploration, placement support and follow-up services.

Facility
Name and Address (Incl. County)
Director and Phone No.
Referral Contact Person (RCP)
Staff

Barrier Free?
Accreditation Status - Expiration Date

1	2	3	4	5	6	7	8
Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff	Type of Program and Services Provided	Disability Group/s Served	# Served Last Year	Daily Caseload	Daily Capacity	% of Utilization	Types of Contracts/Subcontract
EASTER SEAL ADULT TRAINING CENTER 4400 CENTRAL AVENUE GREAT FALLS, MONTANA 59401 (406) 761-3680 Cascade County	VOCATIONAL SERVICES Work Adjustment Train- ing Job Seeking Skills Training Career Development Job Placement and Follow-up Generic Work Experience Vocational Assmt. On-The-Job Evaluation Functional Academics Referral to Other Community Services Independent Living Skill Assessment Out Reach Training WORK ACTIVITY PROGRAM Pre-Vocational Skills Training Work Orientated Pro- duction skills Training Referral to Other In- ternal Programs & Community Support Services Functional Academics Life Skills Training	Cerebral Palsied-not DD MR-Not DD Mentally Retarded Not DD Epileptic Cerebral Palsied Mentally III Blind Deaf Orth/Pied Disabled Char/Pers Disorder Addictive Disorder Other TOTAL	181 95 1 14 89 1 20 94 2 70% 95% 50%	Rehab Title XX Other Rehab Title XX Other Rehab Title XX Other Rehab Title XX Other	Rehab Title XX Other Rehab Title XX Other Rehab Title XX Other	Rehab Title XX Other Rehab Title XX Other Rehab Title XX Other	Woodworking- Industrial Manuf. *** Wooden Toy and Gift Manufacture *** Mailing Services *** Hospital Admission Kit Packaging *** Picture Framing (Barnwood, Oak, Walnut, etc) *** Decorative Glass Assembly *** Maintenance *** Off-site Janitorial
Donna Grummer-Work Activity Program Director (RCP) 4 Administrative Staff 2 Program Directors 1 Director of Manufacturing and Sales 1 Health Education 1 Job Placement Specialist 4 Department Managers 8 Production Supervisors 5 Program Aides 6 Supplemental Service Trainers 1 Assistant Supervisor 1 Chief Engineer 1 Work Adjustment Supervisor 1 Evaluator 1 Chief Engineer 1 Assistant Custodian Barrier Free CARF: 1983							
Facility Plan Inventory							

FLATHEAD INDUSTRIES FOR THE HANDICAPPED

305 THIRD AVENUE EAST
KALISPELL MT 59901

Flathead Industries For The Handicapped (FIFTH) is a CARF accredited non-profit, community based program, whose purpose is to provide habilitation and rehabilitation services, including living skill and employment skill training, residential and supportive services to handicapped adults and children in order to enhance their integration into the community and to assist them in obtaining an earned income. It is governed by a volunteer Board of Directors, and is accredited by the Commission of Accreditation of Rehabilitation Facilities (CARF).

Flathead Industries was incorporated in December of 1973 and at that time assumed from the Flathead Association for Retarded Citizens the responsibility of establishing community-based programs for the developmentally disabled in Flathead County. In May of 1974 a full-time Work Activity Program for adults was established using recycling operations as a means of providing training and employment. In November of 1974 the Work Training Center was opened and began offering a wide range of training, recreation, social development and work experiences for the developmentally disabled. The FIFTH Thrift Store was opened in December of 1976 and offers sales of donated merchandise including clothing, furniture, appliances, and other household items.

Over the years a variety of vocational and residential programs and services have been established in order to provide a comprehensive range of services to all handicapped individuals in the Flathead Valley. A mobile recycling unit was established to serve the communities of Whitefish, Columbia Falls and Bigfork. The community living skills training and Outreach Program were expanded in 1982 to include supervised housing and support services for handicapped adults residing within the community.

Programs and services presently offered include: Work Activity, Sheltered Employment, Vocational Evaluation, Work Adjustment Training, Extended Employment, Job Placement, Basic Skills Training, Community Living Skills Training, Outreach, Residential Services, Respite Care and Transportation. Services are made available through third-party sponsorship. Funds are presently made available for client services through the use of Federal and State monies and contractual arrangements with the Developmental Disabilities and Rehabilitation Services Divisions of Social and Rehabilitation Services (SRS).

Flathead Industries is over 30 percent self-supported by means of production income and community donations. Services and employment are provided to all handicapped individuals, without regard to race, color, creed, sex or handicapping condition.

Referrals are reviewed and acted upon by the Needs Assessment/Area Screening Committee which meets on a monthly basis. Individuals or families requesting services may do so through the DD Case Manager or local Rehabilitation Services counselors.

Facility
Name and Address (Incl. County)
Director and Phone No.
Referral Contact Person (RCP)
Staff
Barrier Free?
Accreditation Status - Expiration Date

Type of Program
and
Services
Provided

Disability
Group/s
Served

Served
Last Year

Daily
Caseload

Daily
Capacity

% of
Utilization

Types of
Contracts/Sub-

Flathead Industries for the Handicapped
305 Third Avenue East
Kalispell, Montana 59901 755-7656
EXECUTIVE DIRECTOR: William J. Crivello
CONTACT PERSONS (RCPs):
Christon Fascilla, Vocational Services
Director
Jean Meyers, Residential Services Director
Dan Evans, Director of Production
STAFF:
1 - Senior Vocational Evaluator
1 - Vocational Evaluator
1 - Vocational Evaluator Technician
1 - Work Adjustment Coordinator
1 - Work Adjustment Supervisor
1 - Placement Specialist
3 - Production Managers
4 - Vocational Skills Instructor
2 - Basic Skills Instructor
1 - Behavioral Skills Instructor
3 - Trainees and Aids
1 - Driver
6 - Group Home Managers/Night Managers
8 - Residential Trainers, Relief Staff
and Aids
BARRIER FREE
CARF - 1982

Work Activity Program
Sheltered Employment
Thrift Store
Recycling Center
Rehabilitation Program
Residential Program
3 Adult Group Homes
1 Children's Home
2 Sponsored Adult
Homes (privately
operated)

89 Mentally Re-
tarded
1 Cerebral Palsy
2 Epileptic
Mentally Ill
Char/Personna-
lity Disorders
110 Orthopedic/
other disabili-
ties
Addictive Dis-
orders

128

57

27

37

51

0

41

48

0

90%

106

0

Subcontracts & T-
packaging
Assembly
Collating & Bul
Bottom Making
Popcorn (cooking & b
Bag making
Labor Crews
Christmas Wreath ring
Nail Packaging
Produce & distribut
sprouts
Hard Hat Cleaning
Vegetable Gardening
Mann. windchimes
Sale of Donated Items
Recycling: Aluminum
Glass
Steel

Outside Work Stations

Library File Clerk
Parks & Recreation (mai
Forest Service Cartogro
Aide
Pilot Car Driver (Mobil
Home
Taxi Radio Dispatcher

FACILITY PLAN INVENTORY

Time table of Compliance on Record

HELENA INDUSTRIES

1325 HELENA AVENUE
HELENA MT 59601

Helena Industries is located in Helena, Montana with it's main offices at 1325 Helena Avenue. The main plant houses the sub-contract shop, wood products and needle trades manufacturing. A wood box manufacturing plant is located at 1820 Lyndale and a Shoe Repair Training Center at 1421 Helena Avenue. Administrative offices are located at 1336 Helena Avenue.

The facility is a private, non-profit corporation governed by a volunteer Board of Directors.

The mission of Helena Industries is to assist intellectually, emotionally, physically, socially, educationally, and vocationally handicapped persons achieve their maximum level of economic, physical and social independence through the provision of evaluation, employability development, training, counseling, extended employment, placement and other related support services. In order to accomplish their mission, Helena Industries has a staff of over 35 persons who bring to the clients an average of four years of education beyond high school and an average of approximately 10 years of experience in working with handicapped persons.

The following is a description of all program offerings at Helena Industries.

VOCATIONAL EVALUATION AND CAREER DEVELOPMENT

The goal of the Vocational Evaluation Program is to help the client select an occupation appropriate to his needs and to outline the steps by which this occupation can be achieved.

This program uses a battery of occupationally-oriented tests which assess an individual's achievement levels, mental ability, aptitudes, dexterities and other skills as these relate to the world of work. With such instruments, general occupational strengths and weaknesses can be ascertained. The Hester Evaluation System and selected work samples from the Singer and Valpar systems are then administered to pinpoint the job families in which the client would have the greatest chance to succeed. Accompanying the testing and the job samples are observations of behavior that predict the client's performance in the occupations simulated by job samples. This includes observations of the client's organizational skills, ability to take instruction and criticism, and other skills required to successfully obtain and hold a job.

Vocational Evaluation takes three to five days (average of four days) to complete, depending on the abilities of the person being evaluated. Upon completion of the evaluation, an exit interview between the client and evaluator is held. The general and specific employment strengths and weaknesses are discussed and, upon approval of the client, and the referring Vocational Rehabilitation counselor, recommendations are made as to the vocational goals the client should pursue. In the written evaluation report a series of program goals are established to effect removal of

employment hinderances, if any, in order to obtain employment in the area recommended by the evaluation staff.

The types of individuals served in the Vocational Evaluation Program may have one or a combination of several disabilities which affect employment potential, including physical, mental, and/or emotional handicaps.

WORK ADJUSTMENT TRAINING

The goal of the Work Adjustment Training Program is to assist mentally, physically, educationally and socially handicapped persons in the development of positive attitudes and behaviors in order that they may obtain suitable competitive employment.

The above goal is accomplished through a combination of counseling, educational services and actual work in manufacturing and/or contract shops. Each client is aided in establishing attainable vocational goals relative to the findings of their vocational evaluation and their own personal objectives.

After their performance in a work setting has been observed and a conference is held with the client, a formal, individual plan or contract is drawn up to assist the client in overcoming those skill deficits which impede them from becoming competitively employable.

Specific work related skills which are dealt with include: attendance, attitude toward criticism, co-workers, and supervision, quantity and quality of work, academic skills, personal assessments, confidence and community adjustments as they apply to the client's vocational goal.

Clients of Helena Industries are placed in work adjustment for one of two reasons: (a) their employment hinderances can be overcome in one to six months, (b) to evaluate whether they would be better served in other programs.

SHOE REPAIR TRAINING PROGRAM

The goal of the Shoe Repair Training Program is to provide the trainee with the necessary skills to become competitively employed in the area of shoe and boot repair.

The program is a 16 week long pre-apprenticeship training program of intensive training in all phases of shoe repairing. Upon completion of the program the trainee is competent in the basic fundamentals and procedures of shoe repair, thus entering employment as a productive employee and a real asset to the shoe repair industry. All training is conducted using up-to-date equipment and textbooks and involves work on actual shoes.

In order to succeed in the Shoe Repair Training Program, a person should possess the following skills and abilities. Dexterity to use hand and power tools well, average reading ability, the ability to follow complex, progressive instructions, average mechanical comprehension, ability to meet the public, ability to make change and handle money, and the ability to use measuring instruments.

JOB PLACEMENT SERVICES

The goal of the Job Placement Program is to place in competitive employment those clients who have reached the necessary skill level.

In order to reach this goal, the Job Placement Specialist has developed a variety of contacts with business and industry in the Helena area who employ clients as direct hires, or will agree to give them on-the-job or work experience training.

The Placement Program provides the clients with counseling while on the job and regularly schedules follow-up visits to the business to check on the progress clients are making.

The Program also features job readiness classes and job application and interview classes in order to better prepare clients for competitive employment.

HOME PERSONAL ADJUSTMENT TRAINING

The goal of the Home Personal Adjustment Training Program is to provide outreach training to the physically, emotionally, mentally, and socially handicapped persons for the development of basic community living skills. These skill areas include personal grooming, home management, shopping, cooking, budget management and socialization.

The above goal is accomplished through a combination of counseling, one-on-one instruction and actual community performance, all under the supervision of the outreach trainer.

After each client is observed in a living setting, an individual program plan is developed to assist the client in overcoming those skill deficits which impede their living independently in the community.

Clients are placed in the Home Personal Adjustment Training Program when they lack the skills necessary for independent living in the community.

V.R. EXTENDED EMPLOYMENT

The goal of the VR Extended Program, is to provide work training and other supportive services to the more severely mentally and physically handicapped clients, enabling them to achieve their maximum level of independence in social and vocational areas, to increase their earnings in sheltered employment and to prepare them for possible competitive employment.

Persons served by this program are those determined to require more than six months of work adjustment training and who have not been diagnosed as developmentally disabled, thus are ineligible for Title XX services.

The program emphasis is on counseling, the development of acceptable behaviors, and work attitudes. Experiences are spread out over a longer period of time, but are still aimed at aiding the client in acquiring those skills necessary for competitive employment.

While in VR Extended Employment, clients receive concentrated assistance in dealing with pressure and stress situations which interfere with their daily functioning on a work and social level.

Persons participating in the VR Extended Employment Program remain in the program until such a time as they can emotionally and physically handle the rigors of competitive employment. When this occurs, they are transferred to work adjustment training for placement outside the agency.

In order to assist the individual in the VR Extended Program to reach their vocational goal, a formal, individual program plan outlining specific objectives is developed and utilized.

TITLE XX EXTENDED EMPLOYMENT

The goal of the Title XX Extended Program is to provide work training and other supportive services to the more severely mentally and physically handicapped client, enabling them to achieve their maximum level of independence in social and vocational areas, to increase their earnings in sheltered employment and to prepare them for possible competitive employment.

Individuals served by this program are Developmentally Disabled persons as defined by being either epileptic, mentally retarded, cerebral palsied, or any other nervous disorder that has to be treated like the above. The disorder must occur before the age of 18.

The program emphasis is on counseling, the development of acceptable behaviors, and work attitudes. Experiences are spread out over a longer period of time, but are still aimed at aiding the client in acquiring those skills necessary for competitive employment.

While in Title XX Extended Employment, clients receive concentrated assistance in dealing with pressure and stress situations which interfere with their daily functioning on a work and social level.

Persons participating in the Title XX Extended Employment Program remain in the program until such a time as they can emotionally and physically handle the rigors of competitive employment. When this occurs, they are transferred to work adjustment for placement outside the agency.

In order to assist the individual in the Title XX Extended Employment Program to reach their vocational goal, a formal, individual program plan outlining specific objectives is developed and utilized.

BASIC EDUCATION AND SKILL TRAINING (BEST)

The goal of the Basic Education and Skill Training Program, is to develop and/or increase the skill level for lower functioning adults entering Helena Industries Extended Employment Programs.

This program utilizes a much closer client-staff ratio than in other programs, which utilize detailed individual programming and behavioral change techniques specifically designed to assist the participants in the program to become more productive in their work at HRI.

All individual programs are of a vocational nature, and the tasks the participants perform closely resemble tasks that are done on the work floor. Other activities that take place in the program are such things as instruction in personal grooming and hygiene, development of appropriate work behaviors, speech therapy and occupational therapy, when appropriate and possible.

SPECIAL WORK ADJUSTMENT

The goal of the Special Work Adjustment Training Program, is to provide trainable mentally retarded special education students of the Helena school district with a comprehensive program of education, work development and related services to enable them to transfer to other vocational and rehabilitative programs.

The program involves the students in three general areas: academics... home-living skills...pre-vocational skills. The program includes some basic academics, (functional reading and math), housekeeping and cooking skills, personal hygiene and grooming, and arts and crafts. Actual work in the manufacturing shops at Helena Industries is also provided to the students.

The program is totally individualized and based on the individual needs and abilities of the students services, in order to prepare the students to be semi-independent in their living skills and vocational placement.

MAINTENANCE/JANITORIAL TRAINING

The goal of this program is eventual placement of the client in business, industry and other locations doing this type of work. Clients are trained by professional maintenance staff utilizing modern equipment and cleaning materials in business locations throughout Helena. When this skill is learned adequately and other negative attitudinal and behavioral characteristics have been modified, the client is referred to the HRI placement specialist for employment.

MANUFACTURING AND SUB-CONTRACTING LEASE AT HRI

This is the core of all training since clients are being trained to work in competitive employment if at all possible. The wide diversity of work stations permits HRI staff to explore the client's potential for eventual placement. Sales and production employees work together with rehabilitation staff in coordinating the work experience for the client. The payment of wages to clients, regulated by the Department of Labor, becomes an index of their productivity and readiness for employment.

OTHER SUPPORTIVE PROGRAM SERVICES

Helena Industries has agreements with other agencies to provide such services as audiological testing, speech therapy, physical therapy and nursing services.

In addition, staff members at Helena Industries teach classes in such areas as assertiveness training, use of measuring devices, basic mathematics and grooming and personal hygiene.

[illegible]

MISSOULA OPPORTUNITY WORKSHOP

1005 MARSHALL STREET
MISSOULA MT 59801

Opportunity Workshop has existed in Missoula since its initial establishment in 1955. Through the years, the organization has evolved into the current non-profit corporation providing vocationally oriented training services to approximately 75 handicapped adults per day. The corporation is governed by a Board of Directors representing a variety of professions, businesses, industries, and interests in the local community and is dedicated to the provision of quality services.

STAFF

The 19 staff at Opportunity Workshop have experience and education in a variety of backgrounds with an emphasis on the use of a very systematic training orientation designed to accomplish clearly specified client goals and objectives within projected time frames. Fourteen of the 19 staff work directly and actively with clients involved in a six hour work/training day.

GOALS

The two primary goals of the organization:

The maximization of client economic independence and habilitation (using and contributing to the community) are accomplished with the cooperation and financial assistance of both the Developmental Disabilities Division and Rehabilitation Services of the State of Montana, United Way of Missoula County, and various additional sources of self-generated revenue.

CLIENTS

Clients receiving services are 18 years of age and older and might have cerebral palsy, epilepsy, physical or medical handicaps or mental retardation. The emphasis, however, is on enhancing the positive qualities which the person might have while assisting the individual in overcoming any skill deficits.

Opportunity Workshop provides training services within the following six program areas:

1. Work Activity Program
 - (a) Basic skills
 - (b) Self-care skills
 - (c) Interpersonal and communication skills
 - (d) Functional academic skills
 - (e) Attendance skills
 - (f) Safety skills
 - (g) Vocational skills
2. Work Adjustment Program

Training services within this program area are designed to increase the quality and strength of a variety of work-related behaviors such as following instructions, cooperation with

supervisors and fellow workers, working independently, correcting one's own errors and so forth. This program prepares the client for placement into a competitive job in the community.

3. Placement Program
Once the client has demonstrated sufficient success within the work adjustment phase, that person proceeds into the next component of the placement sequence...the client is assisted in acquiring competitive employment within the community. Training services would focus on job finding skills, completing an application and interview, as well as on-site follow-up after placement as required by the individual client.
4. Outreach Program
Services provided by staff at Opportunity Workshop within this area include assistance in locating suitable living arrangements, transportation, leisure activities or other activities which support successful placement in the community as a competitive and contributing employee.
5. Extended Employment
For those individuals who are not ready to enter into a program directed at competitive employment situations, Opportunity Workshop offers employment in a variety of sheltered work areas. A wide range of work skills are taught within this program while simultaneously enabling the client to earn a wage.
6. Transportation
For clients with a transportation handicap and living within the Missoula area, transportation is provided between the residence and the facility.

1	2	3	4	5	6	7	8
Facility Name and Address (include county) Phone Number Director Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Exp. Date	Type of Program and Services Provided	Disability Group/s Served	# Served Last Year	Daily Caseload	Daily Capacity	% of Utilization	Types of Contracts/ Subcontracts
Opportunity Workshop 1005 Marshall Missoula, MT 59801 (406) 721-2930 Missoula County Executive Director - Jim Atkins 3 Department Managers 5 Instructor/Supervisors 6 Aides 3 Clerical/Support Barrier Free CARF, 1983	Work Activity Work Adjustment Placement/ Outreach Extended Emp.	MR 68 CP 2 MR 11 CP 2 Epilepsy 3 Ment. Ill 2 Char. Disorder 4 Orth. 2 Placement Outreach MR 2	24 70 18 5 2	Rehab. Title XX Other	Rehab. Title XX Other	Rehab. Title XX Other	Pallets Stakes Blocking Units Furniture Refin- ishing Mailing Services Packaging
				65	65	100%	
			4	4	4	100%	
			1	1	1	200%	

MISSOULA COMMUNITY HOSPITAL REHABILITATION CENTER

2829 FORT MISSOULA ROAD
MISSOULA MT 59801

The mission of Missoula Community Hospital Rehabilitation Center is to provide comprehensive rehabilitation services that meet current professional standards for the purpose of restoring and maximizing the person's ability to function physically, mentally, emotionally, and vocationally while maintaining self-respect, dignity, and family integrity. An interdisciplinary team is employed to provide diagnostic, therapeutic, educational and support services in inpatient, outpatient, and community settings available both on and off the Missoula Community Hospital Medical Center campus. Hospital goals are coordinated with local and rural resources to maintain rehabilitation gains after discharge.

Services are not denied for reason of age, sex, race, nationality, creed, or inability to pay. Implementation of a treatment plan depends upon the following:

- (1) disability and/or handicapping condition;
- (2) adequate medical information;
- (3) completion of appropriate evaluation;
- (4) demonstration of potential or ability to participate in and exhibit measurable progress from a Center program.

Typical patients include those who have been disabled from cerebral vascular accident, cerebral palsy, multiple sclerosis, muscular dystrophy, arthritis, Parkinson's disease, cancer, respiratory disease, surgery, amputations, brain injury, and other neuro-muscular disorders.

The Missoula Community Hospital Rehabilitation Center is funded by fee-for-service, memorials, donations and grants and is accredited by the Commission on Accreditation for Rehabilitation Facilities.

Services available are: Physical Therapy, Occupational Therapy, Speech Therapy, Audiological, Hearing Aid Fitting and Evaluation, Psychological Testing and Counsel, Medical Evaluation and Treatment, and Skilled Care Unit (Hospital Rehab. Unit). Additional programs initiated are:

CVA/SPINAL INJURY/BRAIN INJURY

Specifically designed to address the needs of individuals who have incurred injury to the brain or spinal cord, each program provides comprehensive evaluations, therapeutic treatments and supportive services, and follow-up to maximize independent functioning and aid the person and their families re-integrate into their community. Referrals to these programs are made to Paula McDonnell, R.N. (728-3570).

DRIVERS TRAINING PROGRAM

Occupational Therapy staff, certified in evaluating and training handicapped individuals in driving skills, coordinate this program. Testing includes assessment of visual-spatial abilities, functional skill levels, and recommendations of adaptive equipment necessary. Referrals to this program are made to Paula McDonnell, R.N. (728-3570).

SEXUALITY WORKSHOPS

Sexuality workshops, scheduled on an intermittent basis, provide accurate information to disabled persons, family, and professionals regarding the impact of disability and sexual functioning and the means for establishing and enhancing intimate relationships. Referrals to these workshops are made to Paula McDonnell, R.N. (728-3570).

HOME HEALTH PROGRAM

To maximize safe, stable, independent functioning in the home, rehabilitation nursing, physical therapy, occupational therapy, speech therapy, and social work services are provided on a part-time or intermittent basis to the home bound person in a place used as the individual's home. Referrals should be directed to Charlene Miller, R.N. (728-3570).

INDEPENDENT LIVING

Summit coordinates evaluation, training and resource referral efforts related to increasing skill levels in independent living. Specific services available include provision of personal care attendants, assessment and training in daily living skills, psychological assessment and counseling, and referral to residence and transportation services. Referrals should be directed to Wendy Holmes, Project Director (728-1630).

VOCATIONAL SERVICES

Assessments of vocational aptitudes and development of feasible plans are provided through individualized evaluations which may utilize psychometric testing, work samples, and/or job site experience. Vocational counseling and opportunities for career exploration are components of each assessment. Job placement activities may encompass interviews, assistance with resume development, job seekers support group, development of on-job-training sites, and direct job placement. Job analysis and consultation are also available. Referrals should be made to Janet Van Dyke, Director (728-0820).

Clinics offered include: Amputee Clinic, Pain Clinic, Rehabilitation Committee, Muscular Dystrophy, Arthritis(to begin this winter), Pediatric Cardiology Clinic.

Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? creditation Status - Expiration Date	Type of Program and Services Provided	Disability Group/s Served	# Served Last Year	Daily Caseload	Daily Capacity	% of Utilization	Types of Contracts/Subcontracts
<u>Rehabilitation Staff (Continued)</u> Audiologist Psychologists Rehabilitation Social Worker Vocational Evaluators Vocational Evaluation Technician Placement Specialist ARRIER FREE ARF Accredited 1985 expiration AH Accredited	<u>Clinics (continued)</u> Rehabilitation Committee Arthritis (scheduled to begin winter 1983)		Rehab Title XX Other	Rehab Title XX Other	Rehab Title XX Other	Rehab Title XX Other	

PLANNING ACTIVITIES

The goal of rehabilitation facility planning continues to be the development and expansion of such facilities and programs in Montana that will provide the most and best rehabilitation services to the greatest number of handicapped.

The concerns in making a judgment on requests for funding development and expansion are the need for what is requested and the needs of already existing programs. In other words, a discrete decision is called for that will promote the quality of the already existing facilities.

The priority regarding Montana's rehabilitation facilities is the strengthening and expansion of the eight (8) current quality facilities to their highest level of achievement in service provision.

Four (4) ways of achieving this priority are:

1. The inclusion of facility staff in as many RSD/VSD staff development sessions as appropriate. This has been and will continue to be an ongoing policy.
2. The specific provision of some state and/or regional in service tailored to facility staff needs.
3. The provision of facility technical assistance (TA) under both the Federal TA and the proposed State TA programs.
4. The awarding of limited grants when the need is well justified.

STANDARDS FOR FACILITIES AND PROVIDERS OF SERVICESGENERAL PURPOSES OF STANDARDS

The State Division has established and will maintain standards for the selection of facilities and personnel utilized in providing services to handicapped individuals that will assure a high quality of service.

TYPES OF FACILITIES

It is the policy of the State Division to use, whenever feasible, facilities which are accredited or approved by an appropriate public authority or professional organization. Where this is not possible, the facilities selected, whether public or private, are those that appear upon investigation to be the best adapted to render the specific services required. Main factors in the selection of facilities in all cases are the professional and technical qualifications of personnel, adequacy of equipment, and scope and quality of services rendered.

STANDARDS FOR HOSPITALS

The State Division will give preference to hospitals approved by the Joint Commission on Accreditation of Hospitals, which have more than 100 beds with well-developed surgical and specialty services, medical social services, and therapy departments. Preference is also given to hospitals affording residence training in the specialty in which treatment is sought. In the event that it is neither feasible nor economical in individual cases to use such hospitals, other hospitals will be used when equipped to give quality service as needed, and when approved by the Medical Consultant.

STANDARDS FOR CLINICS

Wherever feasible the State Division will utilize well-organized clinics offering services of high quality, and operating under or approved by an official State Agency.

SCHOOLS AND OTHER TRAINING INSTITUTIONS

The State Division will utilize only those schools, colleges, and other training institutions which are fully accredited by the office of the Superintendent of Public Instruction or other official accrediting agency within the State wherein the facility is located.

DEFINITIONS

Rehabilitation Facility: This term means a facility that is operated for the primary purpose of providing one or more of the following vocational rehabilitation services to handicapped individuals:

- (1) vocational rehabilitation services which shall include under one management, medical, psychological, social and vocational services;
- (2) testing, fitting, or training in the use of prosthetic and orthotic devices;
- (3) prevocational conditioning or recreational therapy;
- (4) physical and occupational therapy;
- (5) speech and hearing therapy;
- (6) psychological and social services
- (7) evaluation of rehabilitation potential;
- (8) personal and work adjustment;
- (9) vocational training with a view toward career advancement (in combination with other rehabilitation services);
- (10) evaluation or control of specific disabilities;

- (11) orientation and mobility services and other adjustment services to the blind; and
- (12) transitional or extended employment for those handicapped individuals who cannot be readily absorbed in the competitive labor market; provided that all medical and related health services must be prescribed by, or under the formal supervision of, persons licensed to prescribe or supervise the provision of such services in the state.

Vocational (Work Evaluation): A comprehensive process that systematically utilizes work, real or simulated as the focal point for assessment and vocational exploration, the purpose of which is to assist individuals in vocational development. Vocational (Work) Evaluation incorporates medical, psychological, social, vocational, educational, cultural, and economic data in the attainment of the goals of the evaluation process.

Work Adjustment: Work adjustment is a treatment/training process utilizing individual and group work, or work related activities, to assist individuals in understanding the meaning, value and demands of work; to modify or develop attitudes, personal characteristics, and work behavior; and to develop functional capacities, as required, in order to assist individuals towards their optimum level of vocational development.

Each facility providing work adjustment service for Rehabilitative Services Division clients will be required to submit a description of their work adjustment program to the state Rehabilitative Services Division office for approval prior to its acceptance of work adjustment fees. In addition, work adjustment will be authorized for a period of only three months at one time. At the end of the three months a report on the necessity of continuing work adjustment will be required from appropriate facility staff.

Work adjustment may NEVER precede vocational evaluation, and a vocational evaluation is always a pre-requisite to work adjustment. Only if these two rules are followed by the facility, can work adjustments be authorized for Rehabilitative Services Division clients.

Sheltered Workshop: Sheltered Workshop is an institution conducted not for profit, but for the purpose of carrying out a recognized program of rehabilitation for handicapped workers, and/or providing such individuals with remunerative employment for an indefinite period of time to individuals who cannot meet the standards of the competitive labor market. Some individuals, however, may develop sufficient productive skill and adjustments which would enable them to move out of the facility into the competitive labor market. Rehabilitation services play a supportive role to successful employment in the facility.

Day Activity Center: A facility provides the initial phase of treatment for individuals both within the community and those discharged from the institution who are medically determined to be severely handicapped (mentally or physically). Its emphasis is in the provision of all, one, or some of the following services:

- (1) personal health and hygiene - encourage and train for proper care of body, use and selection of clothes, dietary considerations, basic safety knowledge.
- (2) social skills and attitudes - encourage and train for socially acceptable manners relating to table manners, social, groups and heterosexual contacts, value and use of money, methods and customs regarding the use of the telephone and use of public transportation,

encourage and train for conduct relating to self, property and person of others, role of social institutions, individuals and group customs.

- (3) leisure time and recreational activities - encourage and train in the use of public recreational activities, churches, privately sponsored community programs, other social agencies, and home and individual leisure activities.

- (4) arts and crafts - encourage the crafting of items by individual clients for their own pleasure and satisfaction and not for sale.

Work Activities Center: Such a facility shall mean a workshop, or a physically separated department of a workshop having an identifiable program, separate supervision and records, planned and designed exclusively to provide therapeutic activities for handicapped workers whose physical or mental impairment is so severe as to make their productive capacity inconsequential. Therapeutic activities include custodial activities (such as activities where the focus is on activity) so long as work or production is not the main purpose. No sheltered workshop or separate department thereof shall qualify as a work activities center if the average productivity per handicapped worker is \$1,775 or more per year as measured by dividing the total annual earned income of the work program less the cost of purchased materials used, by the average number of clients in the work program or, if wage payments are primarily at piece rates, the average annual labor rate per client is \$1,275 or more as measured by dividing the total annual wages of the clients by the average number of clients in the work program. These figures are subject to change in the minimum wage law implemented by the U.S. Department of Labor. (The average number of clients shall be determined by taking the average of the total number of clients in the work program on the last day of each quarter in the previous fiscal year, provided such average is representative of the average number of clients employed during the entire year). No individual worker whose productivity substantially exceeds this average shall be employed at less than the statutory minimum wage under a work activities center certificate.

(A handicapped worker, whose productivity substantially exceeds the average, may be certified under 29 C.F.R., Part 524 in rare and unusual cases where necessary to avoid extreme hardship, if he is unable to earn the statutory minimum because of his handicap, and if his production and earnings are included in the averages provided in this paragraph). Where information is not available for a year, a temporary certificate for not more than six months may be issued based on the limited information available if it is represented that the center expects and has good reason to believe that the conditions hereinabove specified will be satisfied when one year's data are available. Information to be considered will include the severity of disability of the handicapped workers employed, or other pertinent factors (29 C.F.R., Part 525).

Speech Pathology: Primary emphasis of the facility is speech pathology, supported by appropriate audiological, medical, social and/or vocational adjustment services.

Audiology: Primary emphasis of the facility is audiology, supported by appropriate speech pathology, medical, social and/or vocational adjustment services.

REHABILITATION FACILITIES

The Division will accept as its standards the standards of the Commission of Accreditation of Rehabilitation Facilities (CARF). These standards will be applied to any rehabilitation facility where the Division provides funding or purchases services or where the Division has formal cooperative agreements.

Facilities accredited by CARF will be adjudged to be certified.

If certification is denied, the facility will be notified of the reason/ reasons for such decision thirty (30) days in advance of the date on which no more services will be purchased by the Rehabilitative Services Division nor grants awarded by same. The Fair Hearing Process will be an available recourse to facilities.

Facilities are encouraged to apply for CARF accreditation. The fee for only the first CARF accreditation survey per facility may be reimbursed by the Rehabilitative Services Division, with the balance of operating costs to be paid by the facility. Any subsequent accreditation survey fees will have to be paid for by the facility itself.

Applications of standards: Any rehabilitation facility selling a service to the Rehabilitative Services Division must have been certified by said Division as minimally meeting CARF standards. No facility will be utilized beyond a 12 month provisional certification without CARF accreditation being demonstrated at the end of those 12 months. A delay in the CARF decision making process will be tolerated if it continues beyond the 12 month period. Grants will be considered only for those facilities possessing either provisional certification or CARF accreditation.

Duration of certification: The Rehabilitative Services Division will provide full certification upon receipt from the facility of records and reports attesting to its CARF accreditation. The tenure of the certification by the Rehabilitative Services Division shall be one year. The Division may, in individual cases and at its sole discretion, allow a provisional certification of the facility for up to six (6) months in tenure based upon records and reports; requests for an additional 6 month period will be granted upon adequate information that the facility is attempting to meet CARF accreditation.

It shall be an expressed condition of the Rehabilitative Services Division certification that they, upon being apprised of any source of material change in the facility's functioning in terms of the standards or in terms of the failure of the facility to provide such records and reports as requested by the Rehabilitative Services Division, may review the facility's certification and may modify its certification decision. At the discretion of the Rehabilitative Services Division, such review may include an onsite visit. Certification by the state is not a guarantee of grants nor of purchases of services by the Rehabilitative Services Division.

The Rehabilitative Services Division may, in individual cases, and its own discretion, provisionally certify a new facility during the first year of its operation. At the termination of the tenure of provisional certification, the facility must meet the requirements for full certification. Findings of the Division's facility staff will be summarized in a written report to the facility. If non-certification is the result of the site survey, another survey can be requested on a date six months subsequent to the date of the prior survey, and services will not be purchased by the Rehabilitative Services Division, nor grants or money even considered until such provisional certification is attained.

In order to receive provisional certification, the Rehabilitative Services Division must be provided with records, reports, and documents attesting to the

facility's level of compliance with CARF standards for extension beyond six months. Evidence must be shown of the ability to meet CARF compliance within a 12 month period.

In general, the policy of the Division will be to include rather than exclude services and facilities from these rules and regulations. Exclusion will be approved by the Division administrator. Examples of exclusion are group homes; hospitals (not purporting to be a rehabilitation facility) schools and other training institutions, on-the-job training when such training is carried out in regular commercial or industrial enterprises and not supervised by an organizational entity meeting the definition of "Rehabilitation Facility"; halfway houses. The latter are presently being licensed by other appropriate state agencies, and this Division will not accept their certification.

Only those out-of-state rehabilitation facilities accredited by CARF will be occasionally utilized by the Rehabilitative Services Division.

EXTENDED EMPLOYMENT PROGRAMDEFINITIONS

Severely handicapped person: A person who has a physical or mental impairment which requires multiple services over an extended period of time and results from amputation, blindness, cancer, cerebral palsy, cystic fibrosis, deafness, heart disease, hemiplegia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, neurological disorders (including stroke and epilepsy), paraplegia, quadriplegia and other spinal cord conditions, renal failure and any other disability specified by the department in regulations it shall prescribe; and/or a person who, because of lack of social competence, mobility, experience, skills, training, or other successful characteristics, is in need of sheltered employment or work activity services in a protective setting.

Physical or mental disability: A physical or mental condition which materially limits, contributes to limiting, or, if not corrected, will probably result in limiting any individual's activities or functioning.

Self-care: A reasonable degree of restoration from dependency upon others for personal needs and care and includes but is not limited to ability to live in one's own home, rather than requiring nursing home care and care for self rather than requiring attendant care.

Sheltered workshops: A charitable organization or institution conducted not for profit, but for the purpose of carrying out a recognized program of rehabilitation for handicapped workers, and/or providing such individuals with remunerative employment or other occupational rehabilitating activity of an educational or therapeutic nature - and which is certified by the Rehabilitative Services Division.

Work activity center: A physically separated department of a workshop having an identifiable program, separate supervision and records, planned and designed exclusively to provide therapeutic activities for handicapped workers whose physical or mental impairment is so severe as to make their productive capacity inconsequential. Therapeutic activities include custodial activities (such as activities where the focus is on teaching the basic skills living), and any purposeful activity so long as work or production is not the main purpose - and which is certified by the Rehabilitative Services Division.

OBJECTIVES

The objectives of this program as identified by the Rehabilitative Services Division are:

- (1) the creation of additional employee work stations.
- (2) the provision of alternate types of care for current institutional population.
- (3) the provision of opportunity for severely disabled persons (who cannot be readily absorbed in the competitive market) to participate in Sheltered Workshop and Work Activity Center programs in Montana.

FUNCTIONS OF COMMUNITY SERVICES DIVISION

The two main functions of the Community Services Division in this program are (1) providing casework services related to the service goal of keeping the subsidized individual on the job during the prolonged workshop experience plus aiding in the preparation of him/her for advancement from the workshop situation. The workshop personnel and Rehabilitative Services Division staff, having extensive experience with problems facing this group of people, will be planning resources in developing appropriate supportive service by which the service goal may be attained. The social service worker is responsible for aiding the procurement of adequate housing, if necessary; arranging transportation for health or employment needs; day care, when appropriate;

developing appropriate resources relating to money management, dress, deportment on the job, as well as offering individual or group counseling as needed. (2) Community Services Division will assign a representative to the Extended Employment Committee for each facility.

FUNCTIONS OF REHABILITATIVE SERVICES DIVISION

The Rehabilitative Services Division has five main functions: to administer the extended program, including allocation of extended monies to workshops, payment of extended monies to workshops, and evaluation of the results of the extended payments related to subsidy program goals; to participate with Community Services Division and the workshops and Work Activity Centers to assure that all clients referred for extended employment have been evaluated and determined to be appropriate for placement in sheltered employment; to refer appropriate clients to certified workshops and Work Activity Centers, particularly those who are joint Community Services Division and Rehabilitative Services Division clients. To assist in periodically re-evaluating clients who are closed in sheltered employment to assess their ability to profit from further Rehabilitative Services Division services, and to reopen such cases as may be able to benefit; supportive services required by individuals in the Extended Employment Program will be arranged by members representing Social Services or by the community worker. Rehabilitative Services Division must be the first source of training opportunities to be considered for any individual, age 16 or over, who is not legally blind but whose condition of physical, mental or emotional health substantially prevent him from holding regular employment. Emotional problems include the standard psychiatric classifications of mental retardation, psychoneuroses, or psychosis. To qualify in these categories there must be substantial evidence that the maladaptive behavior has been of sufficiently long duration to constitute a pattern of behavior and is not merely a situational reaction to crisis. There must also be supporting evidence to indicate that the behavior has substantially prevented the person from holding regular, suitable jobs. Included as eligible for Rehabilitative Services Division training or rehabilitation services are those people who have been functioning, but substantially below the capability they may attain through Rehabilitative Services Division services.

EXTENDED EMPLOYMENT COMMITTEES

Guidelines

A multi-agency committee shall be established at each sheltered workshop and Work Activity Center participating in the legislatively approved extended program. Each committee shall have representatives from the facility, Social Services, and Rehabilitative Services Division (the Vocational Rehabilitation Facility Liaison Counselor and the Regional Developmental Disabilities Community Worker). The Rehabilitative Facilities Specialist is always an ad hoc member of the Committee and shall vote to break ties.

The purposes of the Extended Employment Committees are: to screen referrals for appropriateness of certification to the extended program. The Rehabilitative Facilities Specialist should be consulted if there is any question as to appropriateness of a given workshop for a given client; to certify disabled persons for an extended slot, in a particular workshop or Work Activity Center; to identify client goals. The client should be involved actively in the process of determining his appropriateness for sheltered employment under this program. Goals should be set with the client, not just for the client and each client should know what he can expect from this program and what he must put in to the program. A written plan should be developed for each

client and must be a part of the workshop, Social Service file, and the Rehabilitative Services Division file. To monitor, coordinate, or provide services to extended clients; Community Services Division social service worker should provide casework services; Rehabilitative Services Division counselor should periodically ascertain client readiness for additional Vocational Rehabilitation services; workshop member should represent all workshop functions; community worker should provide purchase of service functions.

To de-certify clients: When the absences of clients are too frequent for them to be gaining from workshop experiences; when clients are deceased, move from the area, can't tolerate the program, or when client reaches a level of productivity which no longer requires program. To determine when and how long slots should be held open for absent enrollees. To assess at least every six months the status of the client enrolled in extended slots to determine their progress, develop new goals, and otherwise review the written plan. The assessment should be committed to writing with a copy in the workshop files and in the Social Service and in the Vocational Rehabilitation case records.

RULES FOR EXTENDED EMPLOYMENT PROGRAM

A client extended slot which remains vacant for a period of 60 days will be subject to removal from the facility's slot allocation at the discretion of the Administrator of the Rehabilitative Services Division. A facility which is unable to provide consistent services, minimally six hours per day five days per week, to extended clients is subject to a reduction of the facilities slot allocation at the discretion of the Administrator of the Rehabilitative Services Division. Should the services of a facility which provides extended services to clients of the Rehabilitative Services Division fall below minimum standards, the facility will be notified in writing of the deficiencies and be given a specific period of time to make corrections. Should corrective measures not be made, the facility will be subject to lose all allocated slots of the Extended Employment Program. Facilities are required to notify the Rehabilitative Services Division Facility Liaison Counselor when a client has been absent from the program for three consecutive work days. The facility is responsible for informing the specified Rehabilitative Services Division personnel of the reason for the absence. The Rehabilitative Services Division personnel has the authority to excuse or not excuse the absences. This fact will be viewed as one of the followups by the Rehabilitative Services Division Counselor.

APPOINTMENT OF EXTENDED EMPLOYMENT COMMITTEE

County directors assist a social worker as liaison to a particular workshop. Rehabilitative Services Division District Supervisors assign Community Workers and liaison Vocational Rehabilitation counselors to a particular workshop. Each workshop director identifies a nominee to the committee -- usually the director or professional staff member. The Rehabilitative Services Division Facilities Specialist will be an ad hoc committee member and will assist the workshop director to get the committee started and help solve any organizational problems that might develop.

ORGANIZATION OF COMMITTEE

Each committee will elect a chairman of its choice. While the workshop representative would seem a logical choice to chair the committee, the members may appoint someone else. Each committee will meet as needed to carry out its purposes. Larger workshops with greater numbers of extended work stations may find it necessary to meet quite regularly while smaller

workshop committees may meet infrequently beyond initiation of the program. Each committee will keep minutes of its meetings and keep such minutes on file at the workshop. Minutes should identify, for each referral, the reasons for acceptance or rejection into the program and the recommended client goals. Three of the four committee members must be present to conduct business. The committee should make a concerted effort in decision making and not certify a client into the program who does not meet the approval of each member. However, an occasional impasse may occur. In the event that a decision is not possible, decisions will be appealed to the Chief of the Special Projects Bureau.

DETERMINING CERTIFICATION INTO EXTENDED SLOTS

Criteria for determining which clients are certified into extended slots shall be as follows: All referrals must have undergone a comprehensive work evaluation by Rehabilitative Services Division which is the referral resource. The Caseworker shall make a determination as to whether the referral is a recipient of Supplemental Security Income or Medical Assistance. Priority will be given to this group who would be entitled to Purchase of Service using federal funds from Family and Adult Services. However, Rehabilitative Services Division will fund subsidy slots using unmatched monies where clients meet remaining criteria.

Institutional History: Priority should be given also to those referrals who have been institutionalized in state institutions and who have been rehabilitated to the point of readiness for sheltered employment. Slightly lower priority shall be given to those referrals who have not been institutionalized but who are adjudged to be candidates for institutionalization if not provided sheltered employment.

Productivity Level: Since the purpose of this program is to provide sheltered employment for the severely disabled, the committee shall give greater weight to "obviously low" producers as compared with those who are only "marginally" productive. "Obviously Low" producers are identified as being up to 50 percent productive (when compared with normal non-handicapped workers). "Marginal" producers would range between 50-75 percent productivity and be paid that percentage of the prevailing wage. These individuals usually "earn their own way" to a great extent and the workshop requires relatively little financial support outside of product sales. Workers classified as over 75 percent shall not be certified to the extended program as they are productive enough to contribute their share of the overhead and they are approaching the point of readiness for competitive employment. Productivity level would be determined in the evaluation process. An amount considered necessary to subsidize the net loss of a workshop serving this client population will be determined by each facility and used as the payment required. The Extended Committee shall develop and maintain a prioritized "waiting list" from which candidates shall be drawn when vacancies occur; such prioritized list shall be developed along the lines of the criteria described in these guidelines.

PRIORITIES

Applicants entitled to Social Services who are Developmentally Disabled must utilize funds available through the Purchase of Service program. Other applicants entitled to Social Services and not eligible for Purchase of Service should be the first priority for Extended Employment.

FINANCIAL NEED REQUIREMENT

Eligibility as to financial need shall be determined by the economic need test.

5/1/81

The Rehabilitative Services Division does not have the need or the resources to support, (either directly via grants or indirectly through the purchase of services listed below) other than the following eight rehabilitation facilities at the following addresses.

Billings Workshop
200 South 24th
Billings MT 59101
Phone: 248-9115
Services Purchased: *VE, WAT, VR-EE

Butte Sheltered Workshop
207 South Montana
Butte MT 59701
Phone: 723-6501
Services Purchased: VE, WAT, VR-EE

Eastern Montana Industries
P O Box 636
Miles City MT 59301
Phone: 232-3740
Services Purchased: VE, WAT, VR-EE

Missoula Opportunity Workshop
1005 Marshall
Missoula MT 59801
Phone: 543-3596
Services Purchased: WAT, VR-EE

Helena Rehabilitation Industries
1325 Helena Avenue
Helena MT 59601
Phone: 442-8632
Services Purchased: VE, WAT, VR-EE

Flathead Industries for the Handicapped
305 Third Avenue East
Kalispell MT 59901
Phone: 755-7676
Services Purchased: VE, WAT, VR-EE

Easter Seal Adult Training Center
4400 Central Avenue
Great Falls MT 59401
Phone: 727-3151
Services Purchased: VE, WAT, VR-EE

Missoula Rehabilitation Center
Evaluation Unit Professional Village
515 Kensington Suite 2A
Missoula MT 59801
Phone: 728-0820
Services Purchased: VE

This policy deals only with the three (3) services of VE, WAT, and VR-EE because the Rehabilitative Services Division spends one third of its general case services budget plus \$200,000 in state dollars on these services.

*VE - Vocational Evaluation
*WAT - Work Adjustment Training
*VR-EE - VR-Extended Employment

PROGRAM ACTIVITY REPORT
MONTANA REHABILITATION FACILITIES — MIS

Msla Op, Msla Rehab
Facilities: Blings SW, Butte SW, EMI, ESATC, FI, HI Date: January 1, 1983
Reporting Quarter: Statewide Total Cumulative Period: 7/1/81 - 6/30/82

	PROGRAM TITLE & TYPE			
	VE	WAT	VR-EE	PLACEMENT ¹
A. Referral to Program Start (all program types)	CUMULATIVE	CUMULATIVE	CUMULATIVE	CUMULATIVE
1. Referrals received	666	202	51	422
2. Waiting List Total	19	23	37	10
3. Losses (will not start)	66	23	8	12
4. Program Starts	614	162	35	164
5. Loss percent	9.7%	12%	19%	7%
6. Served	689	177	48	158
7. Capacity	64	59	46	66 ²
8. Utilization Rate	82.49%	82.64%	127%	105% ³

¹Only 4 of 6 facilities reported

²Only 2 of 6 facilities reported

³Only 1 of 6 facilities reported

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

VOCATIONAL EVALUATION: RESULTS REPORT
MONTANA REHABILITATION FACILITIES - MIS

Ms1a Rehab
Facilities: Blngs SW, Butte SW, EMI, ESATC, FI, HI Date: January 1, 1983
Reporting Quarter: Statewide Total Cumulative Period: 7/1/81 - 6/30/82

A. <u>PROGRAM RESULTS</u>	CUMULATIVE	
	No.	Percent
1. Placement for competitive employment recommended	88	16
2. Skill training, OJT, college or secondary school recommended	229	39
3. Extended employment, unpaid family worker or home-maker recommended or homebound	46	8
4. Work adjustment services recommended	122	21
5. Not feasible — non-vocational services recommended	43	7
6. Not feasible — no services recommended	15	3
7. Evaluation not completed — no vocational recommendations	37	6
8. Total closures (Sum of 1-7)	580	100
9. Clients for whom major recommendations accepted	340	76
B. <u>Program Efficiency</u>		
1. Average number program days, all clients closed	6.76	XXXXXXXX
2. Average cost to RSD per client completing program (A - 1-6 above)	\$476.28	XXXXXXXX

COMMENTS:

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

WORK ADJUSTMENT

RESULTS REPORT

MONTANA REHABILITATION FACILITIES - MIS

Facilities: Blings SW, Butte SW, EMI, ESATC, FI, HRI, M.Op Date: January 1, 1983
Reporting Quarter: Statewide Total Cumulative Period: 7/1/81 - 6/30/82

	CUMULATIVE	
	No.	Percent
A. PROGRAM BENEFITS		
1. FULL-TIME COMPETITIVE EMPLOYMENT	30	21
2. PART-TIME, SEASONAL OR TEMPORARY EMPLOYMENT	12	8
3. SHELTERED WORK / WORK ACTIVITY (VR - EXTENDED EMPLOYMENT)	14	10
4. ON-THE-JOB TRAINING	10	7
5. ACCEPTED FOR FULL-TIME SECONDARY SCHOOL OR COLLEGE	1	.7
6. ACCEPTED FOR VOCATIONAL OR SKILL TRAINING	0	0
7. HOMEMAKER	2	14
8. UNPAID FAMILY WORKER	0	0
9. TOTAL (SUM OF 1-8)	68	47
10. TRANSFER TO OTHER VOCATIONAL PROGRAM (OTHER THAN NOS. 1-8) (TITLE XX)	9	6
11. NONE OF THE ABOVE BENEFITS	67	46
12. TOTAL CLOSURES (9 + 10 + 11 = 12)	145	100%
13. AVERAGE GROSS WEEKLY EARNINGS IN FULL-TIME COMPETITIVE EMPLOYMENT	\$ 227.08	
14. AVERAGE GROSS WEEKLY EARNINGS IN PART-TIME, SEASONAL OR TEMPORARY EMPLOYMENT	\$ 83.54	
15. AVERAGE GROSS WEEKLY EARNINGS IN SHELTERED WORK	\$ 27.30	
B. PROGRAM EFFICIENCY		
1. AVERAGE NUMBER PROGRAM WEEKS, ALL CLIENTS CLOSED	17.76	
2. AVERAGE COST TO RSD, (ITEM 12 ABOVE)	\$ 2,087.64	

COMMENTS:

MONTANA DEPT. OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

EXTENDED EMPLOYMENT: RESULTS REPORT
MONTANA REHABILITATION FACILITIES - MIS

Facilities: Blngs SW, Butte SW, EMI, ESATC, FI, HI, M Op Date: January 1, 1983
Reporting Quarter: Statewide Total Cumulative Period: 7/1/81 - 6/30/82

	CUMULATIVE	
	NUMBER	PERCENT
A. PROGRAM BENEFITS		
1. Competitive employment	5	19
2. Transfer to other vocational program or skill training	4	15
3. Closed, placed into Status 00	0	0
4. Closed, not available for review and re-evaluation	18	66
5. TOTAL (sum of 1 - 4)	27	100
6. Placed into post employment, Status 32 (remain at facility)	1	XXXXXXX
7. Maintained in facility or workshop employment following administrative review	37	XXXXXXX
8. Average gross weekly earnings, clients in competitive employ.	\$ 121.68	XXXXXXX
9. Average weekly earnings, all clients in extended employment	\$ 44.20	XXXXXXX
B. PROGRAM EFFICIENCY		
1. Average number months, clients closed in competitive employment or transferred (Items 1 and 2 above)	10.8	XXXXXXX
2. Average monthly program cost to RSD per client in extended employment	\$ 508.65	XXXXXXX

COMMENTS:

MONTANA DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

EVALUATION PROGRAM: CLIENT CHARACTERISTICS REPORT
MONTANA REHABILITATION FACILITIES - MIS

Facilities: Blngs SW, Butte SW, FMI, ESATC, FI, HI, M.Rh Date: January 1, 1983
Reporting Quarter: Statewide Total Cumulative Period: 7/1/81 - 6/30/82

CHARACTERISTICS	COLUMN 1 LOSSES		COLUMN 2 PROGRAM COMPLETORS		COLUMN 3 NON-COMPLETORS	
	CUMULATIVE		CUMULATIVE		CUMULATIVE	
	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT
NOTE: (Nos. 1 - 12 Primary disability only)						
TOTAL NO. OF PERSONS	37	100	587	100	38	100
1. Blind	1	3	10	2	2	5
2. Visually Impaired	1	3	9	2	0	0
3. Deaf	0	0	6	1	1	3
4. Hard of Hearing	0	0	4	.7	0	0
5. Mentally Ill	7	19	69	12	11	29
6. Mentally Retarded, not Developmentally Disabled	1	3	35	6	1	3
7. Cerebral Palsy, not Developmentally Disabled	1	3	5	.9	0	0
8. Epilepsy, not Develop. Disabled	0	0	6	1	0	0
9. Developmentally Disabled	5	14	63	11	3	8
a. Mentally Retarded	4	11	-	-	1	3
b. Cerebral Palsy	0	0	-	-	1	3
c. Epilepsy	1	3	-	-	1	3
10. Character & Personality Disorders	2	5	38	6	4	11
11. Addictive Disorders	0	0	12	2	2	5
12. Other Orthopedic or Medically Disabled	19	50	330	56	14	37
13. Multiply Disabled (more than one of the above)	19	50	149	25	17	45
14. Severely Disabled	20	27	219	37	16	42
15. Never worked	6	16	48	8	0	0
16. Minorities	4	11	18	3	1	3
17. Age under 18	1	3	6	1	1	3
18. Age 18 - 21	5	14	90	15	4	11
19. Age 22 - 54	30	81	445	76	32	84
20. Age 55 and over	1	3	22	4	0	0
21. No High School Diploma or equivalency	6	16	172	29	23	61
22. Special Education	3	8	100	17	5	13
23. Received public support	14	38	283	48	13	34
24. History of institutionalization	6	16	78	13	9	24

COMMENTS:

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

WORK ADJUSTMENT, SKILL TRAINING: CLIENT CHARACTERISTICS REPORT

MONTANA REHABILITATION FACILITIES - MIS

Facilities: Blings SW, Butte SW, FMI, ESATC, FI, HI, MOP Date: January 1, 1983
Reporting Quarter: Statewide Total Cumulative Period: 7/1/81 - 6/30/82

CHARACTERISTICS	COLUMN 1 LOSSES		COLUMN 2 VOCATIONAL BENEFIT		COLUMN 3 TRANSFERRED, NO VOCATIONAL BENEFIT	
	CUMULATIVE		CUMULATIVE		CUMULATIVE	
	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT
NOTE: (Nos. 1-12 Primary Disability only)						
TOTAL NO. OF PERSONS	32	100	84	100	61	100
1. Blind	0	0	0	0	0	0
2. Visually impaired	0	0	17	20	1	2
3. Deaf	0	0	21	25	0	0
4. Hard of hearing	0	0	0	0	0	0
5. Mentally ill	9	28	6	7	16	26
6. Mentally Retarded, not Developmentally Disabled	6	19	0	0	14	23
7. Cerebral Palsy, not Developmentally Disabled	0	0	2	2	2	3
8. Epilepsy, not Develop. Disabled	0	0	0	0	1	2
9. Developmentally Disabled:	2	6	-	-	-	-
a. Mentally Retarded	-	-	11	13	10	16
b. Cerebral Palsy	-	-	2	2	0	0
c. Epilepsy	-	-	0	0	1	2
10. Character & Personal Disorders	3	9	8	9	7	11
11. Addictive Disorders	7	22	1	1	3	5
12. Other Orthopedic or Medically Disabled	5	16	16	19	6	10
13. Multiply Disabled (more than one of the above)	10	31	34	40	25	41
14. Severely Disabled	11	34	42	50	28	46
15. Never worked	1	3	14	17	7	11
16. Minorities	2	6	4	5	2	3
17. Age under 18	0	0	0	0	1	2
18. Age 18 - 21	13	41	25	30	11	18
19. Age 22 - 54	19	59	59	70	46	75
20. Age 55 and over	0	0	0	0	0	0
21. No High School Diploma or equivalency	5	16	27	32	21	34
22. Special Education	6	19	33	39	26	43
23. Received public support	7	22	39	46	26	43
24. History of institutionalization	9	28	22	26	18	29

COMMENTS:

MONTANA DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

EXTENDED EMPLOYMENT: CLIENT CHARACTERISTICS REPORT
MONTANA REHABILITATION FACILITIES - MIS

Facilities: Blngs SW, Butte SW, EMI, ESATC, FI, HI, M Op Date: January 1, 1983
Reporting Quarter: Statewide Total Cumulative Period: 7/1/81 - 6/30/82

CHARACTERISTICS	COLUMN 1 LOSSES		COLUMN 2 COMPETITIVE EMPLOY. OR TRANSFERRED		COLUMN 3 ALL OTHER CLOSURES	
	CUMULATIVE		CUMULATIVE		CUMULATIVE	
	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT
NOTE: (Nos. 1-12 Primary disability only)						
TOTAL NO. OF PERSONS	10	100	7	100	16	100
1. Blind	0	0	0	0	0	0
2. Visually Impaired	0	0	0	0	0	0
3. Deaf	0	0	0	0	0	0
4. Hard of Hearing	0	0	0	0	0	0
5. Mentally Ill	10	100	4	58	10	63
6. Mentally Retarded, not Dev. Disab.	0	0	1	14	6	38
7. Cerebral Palsy, not Devel. Disabled	0	0	0	0	0	0
8. Epilepsy, not Develop. Disabled	0	0	0	0	1	6
9. Developmentally Disabled:	0	0	0	0	0	0
a. Mentally Retarded	0	0	1	14	0	0
b. Cerebral Palsy	0	0	0	0	0	0
c. Epilepsy	0	0	0	0	0	0
10. Character & personality Disorders	0	0	0	0	0	0
11. Addictive Disorders	0	0	0	0	0	0
12. Other Orthopedic or Medically Disabled	0	0	1	14	3	19
13. Multiply Disabled (more than one of the above)	3	30	4	58	9	56
14. Severely Disabled	7	70	4	58	15	94
15. Never worked	3	30	1	14	4	25
16. Minorities	1	10	1	14	0	0
17. Age under 18	0	0	0	0	0	0
18. Age 18 - 21	2	20	0	0	2	13
19. Age 22 - 54	5	50	7	100	11	69
20. Age 55 and over	1	10	0	0	3	19
21. No High School diploma or Equiv.	4	40	1	14	11	69
22. Special Education	0	0	3	15	4	25
23. Received public support	5	50	2	29	12	75
24. History of institutionalization	6	60	1	14	11	69
25. Educable Mentally Retarded	0	0	0	0	2	13
26. Trainable Mentally Retarded	0	0	0	0	0	0

COMMENTS:

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

EXTENDED EMPLOYMENT: CHARACTERISTICS OF CURRENT CLIENTS REPORT
MONTANA REHABILITATION FACILITIES - MIS

Facilities: Blings SW, Butte SW, EMI, ESATC, FI, HI, Date: 6/30/82
Msla Op

CLIENTS CURRENTLY REMAINING IN EXTENDED EMPLOYMENT		
CHARACTERISTICS (Nos. 1-12 Primary disability only)	NUMBER	% OF TOTAL
TOTAL NUMBER OF PERSONS	44	100%
1. Blind	1	2
2. Visually Impaired	1	2
3. Deaf	0	0
4. Hard of Hearing	0	0
5. Mentally Ill	17	39
6. Mentally Retarded, not Developmentally Disabled	11	25
7. Cerebral Palsy, not Developmentally Disabled	1	2
8. Epilepsy, not Developmentally Disabled	1	2
9. Developmentally Disabled:	0	0
a. Mentally Retarded	0	0
b. Cerebral Palsy	0	0
c. Epilepsy	0	0
10. Character and Personality Disorders	2	5
11. Addictive Disorders	1	2
12. Other Orthopedic or Medically Disabled	8	18
13. Multiply Disabled (more than one of the above)	26	59
14. Severely Disabled	34	77
15. Never worked	8	18
16. Minorities	1	2
17. Age under 18	0	0
18. Age 18 - 21	6	14
19. Age 22 - 54	32	73
20. Age 55 and over	6	14
21. No High School Diploma or Equivalency	19	43
22. Special Education	13	30
23. Received public support	30	68
24. History of institutionalization	21	48
25. Educable Mentally Retarded	8	18
26. Trainable Mentally Retarded	0	0
27. In extended employment less than one year	16	36
28. In extended employment one to two years	6	14
29. In extended employment two years or more	22	50

COMMENTS:

One facility did not report